

THE ROLE OF THE VOLUNTEER ATTORNEY

When Staffing the Legal Clinics

- A. Attorneys usually arrive at the evening clinics at approximately 6:30 p.m. This allows for the financial screening for eligibility of potential clients.
- B. The intake information you receive for each applicant will contain a completed Questionnaire, Eligibility Form, and Case Notes taken by intake worker, and a Case Review Memo for completion during the interview. If an applicant is financially ineligible, a notation will be made on the first page of the intake material. However, at the legal clinics, **ALL** applicants are allowed an interview with an attorney.
- C. When interviewing the applicant, your role is to record pertinent case facts regarding the merits of the case. Any Advice given the applicant should be recorded in the appropriate space on the Case Review Memo.
- D. At the bottom of the memo form is your recommendation to LANWT Case Review Committee. Please check one of the available choices. Also there is an opportunity to accept the case pro bono if you prefer. Remember, you are under no obligation to take cases presented at the clinic. However, neither will you be discouraged. Our main focus with the clinic program is to give applicants the opportunity to discuss their legal issues with an attorney and receive legal advice in return.
- E. All cases are reviewed by a committee of staff attorneys who decide if a case will be accepted, either through the staff program or the Private Attorney Involvement Program. You may inform the applicant of this process and let them know that they will be notified within ten business days of the decision. However, in an emergency situation they will be notified as soon as possible.